

Leaving School Early

The teacher should be notified in advance if possible, should a child need to be collected early. Pupils who leave before the end of the school day, **must be signed out at Reception by a parent/guardian.**

If you need to collect your child during the school day, **please do not do so during break times (10.20-10.30am and 12.00-12.30pm) as the children are in the school yard at this time.** If an *emergency situation* arises, please ring the office before break time and we will arrange to have your child at Reception for collection. However, please note **Reception is closed from 12.00-12.30pm daily.** Your cooperation in this matter would be very much appreciated.